



CORR-LAUNDRY MANAGER

Characteristics of Work

This is supervisory work in the operation of a large institutional laundry in a correctional facility. Incumbents in this classification are involved in the formulation and maintenance of effective methods and techniques of laundry operation. The work includes responsibility for inventory controls, and budgetary expenditures. The work is performed under general supervision of an administrative superior. Supervision is exercised over inmates assigned to the laundry.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Instructs inmates in their duties and trains them in proper laundering techniques.

Maintains supply inventory.

Makes adjustments and minor repairs to equipment.

Plans work schedules and develops collection and delivery routes.

Supervises pickup, processing, and delivery of all laundry.

Issues clothing to inmates and maintains records of such.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Manages the laundry operation at a correctional facility.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance, and stoop, kneel, crouch, or bend. The incumbent is frequently required to sit.

Experience/Educational Requirements:

Education:

Graduation from a standard four year high school or equivalent (GED),

AND

Experience:

One (1) year of experience in work related to the above described duties.

Substitution Statement

Above graduation from a standard four-year high school or equivalent (GED), related education, and related experience may be substituted on an equal basis.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.